

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.400
	STATE OF HAWAII	2.405
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		2.414

Minimum Qualification Specification
for the Classes:

FINANCIAL INSTITUTION EXAMINER I, II, III, IV
(FINANCIAL INST EXAMINER I, II, III, IV)

Basic Education Requirement

Bachelor's degree from an accredited four (4) year college or university with at least twelve (12) semester credit hours in accounting and/or auditing subjects.

Experience Requirements

Applicants must have had progressively responsible professional experience of the kind and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	General Experience (Yrs)	Specialized Experience (Yrs)	Financial Institution Examining Experience (Yrs)	Supervisory Aptitude (Yrs)	Total Exp (Yrs)
Financial Inst Examiner I	2	1	0	0	3
Financial Inst Examiner II	2	2	0	0	4
Financial Inst Examiner III	2	2	1	0	5
Financial Inst Examiner IV	2	2	2	*	6

General Experience: Experience in any one or a combination of the following: (1) Professional accounting or auditing experience; or (2) Experience teaching accounting at the college or university level.

Specialized Experience: Responsible professional experience which demonstrated knowledge of the business operations of a financial institution(s), including the interrelatedness of various financial transactions and their effect on the overall condition of the institution. Examples of qualifying experience include: (1) professional experience in reviewing, analyzing and recommending or approving loan applications or investments; (2) professional experience in accounting or auditing related to the internal operations of a financial institution which provided the knowledge described above; (3) professional experience in reviewing, analyzing and recommending or approving investments or other actions involving the properties or monies of others held in trust by the institution; (4) professional accounting and/or auditing experience with an accounting firm where a substantial portion of the experience provided emphasis in auditing the business

operations of financial institutions; and (5) professional experience which involved the technical supervision of any one of the several departments or activities of a financial institution (e.g., consumer loan department supervisor) which required an overall knowledge of the policies and procedures of the financial institution and which provided the knowledge described above.

Financial Institution Examining Experience: Responsible professional experience which demonstrated knowledge and application of generally accepted professional accounting and auditing principles, theory and practices for the purpose of examining the business operations of financial institutions. Such experience must have involved the examination of financial institutions to determine particularly the institution's sound capital, the quality of its loans and securities portfolios, the existence of practices likely to lead to financial difficulties, and possible violations of applicable laws or regulations. At least one (1) year of this experience must have been comparable to the next lower level in the State service.

*Supervisory Aptitude: Applicants for the Financial Institution Examiner IV level must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Non-Qualifying Experience: The following types of experience will not be accepted as qualifying for the General Experience Requirement: (1) bookkeeper, night auditor, or minor accounting or clerical positions; (2) accounting or bookkeeping machine operators; (3) office managers or owners which may have involved supervision of accountants, auditors or bookkeepers, but not participation in the accounting or auditing work with responsibility for its technical adequacy; and (4) positions concerned with banking not requiring the application of generally accepted accounting and auditing principles.

Substitutions Allowed

1. Substitution of Experience for Basic Education Requirement:

The following types of experience may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or

university curriculum leading to a baccalaureate degree which included twelve (12) semester credits hours in accounting/auditing subjects.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

- A. Excess General or Financial Institution Examining Experience.
- B. Excess Specialized Experience or any other responsible administrative, professional or analytical work experience which did not require the knowledge and application of generally accepted accounting and/or auditing principles and practices, may be substituted for the Education Requirement on a year-for-year basis, providing the applicant can show that he/she has successfully completed at least twelve (12) semester credit hours at the baccalaureate level in accounting and/or auditing subjects from an accredited college or university.

2. Substitution of Education for Experience:

- A. A bachelor's degree in accounting or a bachelor's degree with accounting and/or auditing course work equivalent to a bachelor's degree in accounting from an accredited college or university may be substituted for six (6) months of General Experience.
- B. A master's degree in accounting, or a master's degree with accounting and/or auditing coursework equivalent to a master's degree in accounting from an accredited college or university may be substituted for all of the General Experience.
- C. A Ph.D. degree in accounting, or a Ph.D. degree with accounting and/or auditing coursework equivalent to a Ph.D. degree in accounting from an accredited college or university may be substituted for all of the General Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

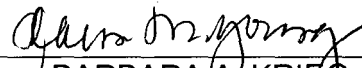
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes FINANCIAL INSTITUTION EXAMINER (FINANCIAL INST EXAMINER) I, II, III, and IV which were approved on March 12, 1992.

DATE APPROVED: 8/30/12



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